

iLearn

How to approve my team members enrolments

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For enrolments to appear, your staff member/s must select you as their approver. The approver settings can be selected by each individual in their account profile area under the 'Reports to' section – see 'How to change my supervisor and my personal details' guide.

Note: The approval email notification you receive will have a direct link to the approval screen. However, you can use these steps if required.

How to approve enrolments via 'My Learning' – Option 1

The screenshot shows the iLearn 'My Learning' interface. At the top, there are navigation tabs: 'Home', 'My Learning' (highlighted with a red box and '1'), and 'My Learning Transcript'. Below this is a section titled 'Approvals required' (highlighted with a red box and '2') which contains a message: 'Enrolment requests (1) require your approval. Total of Enrolment requests (1) currently active.' Below this is the 'Approve Learning' section. It features a search bar for 'Email Or Username' and a set of tabs: 'My Approval Required (1)' (highlighted with a red box and '3'), 'Requested (1)', 'Rejected (0)', and 'Approved (3)'. A table below shows one enrolment request:

<input checked="" type="checkbox"/>	Name	Enrolment Name	Price	Date Requested	Due Date
<input checked="" type="checkbox"/>	Lola Citizen	TEST - How to use Janison Enrolment		Yesterday	

At the bottom of the table, there are 'Approve' and 'Reject' buttons (highlighted with a red box and '3').

For	Managers
Last Updated	November 2014 (Version 1.0)
Menu	Manage Learning – Enrolments
Department	DCCSDS, DATSIMA, DPC

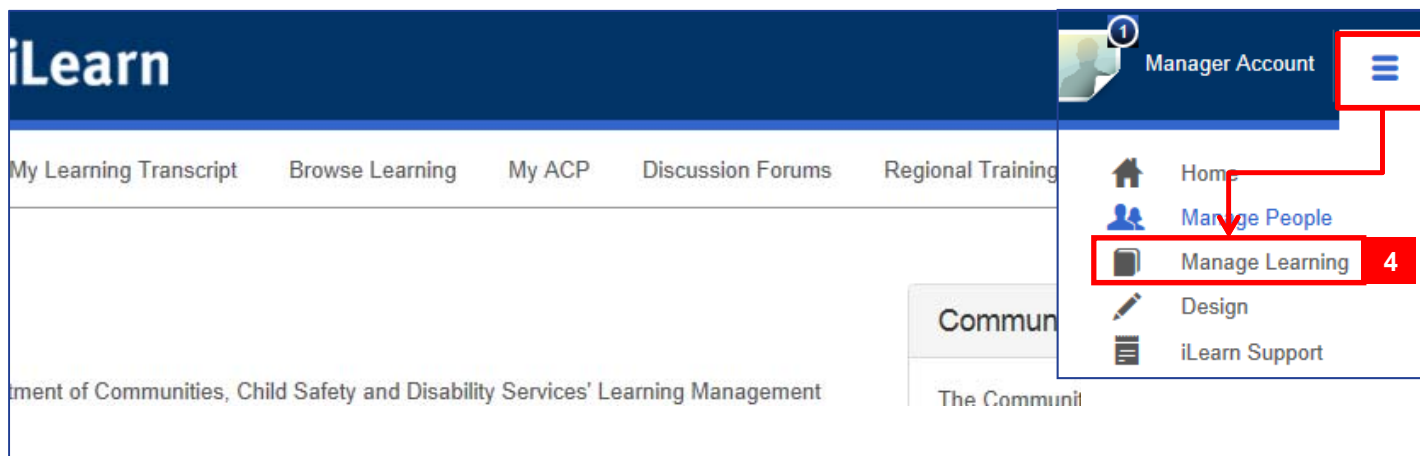
1 To view pending enrolments, click 'My Learning' from the iLearn home page.

2 Click the 'Enrolment requests' link to view the enrolments.

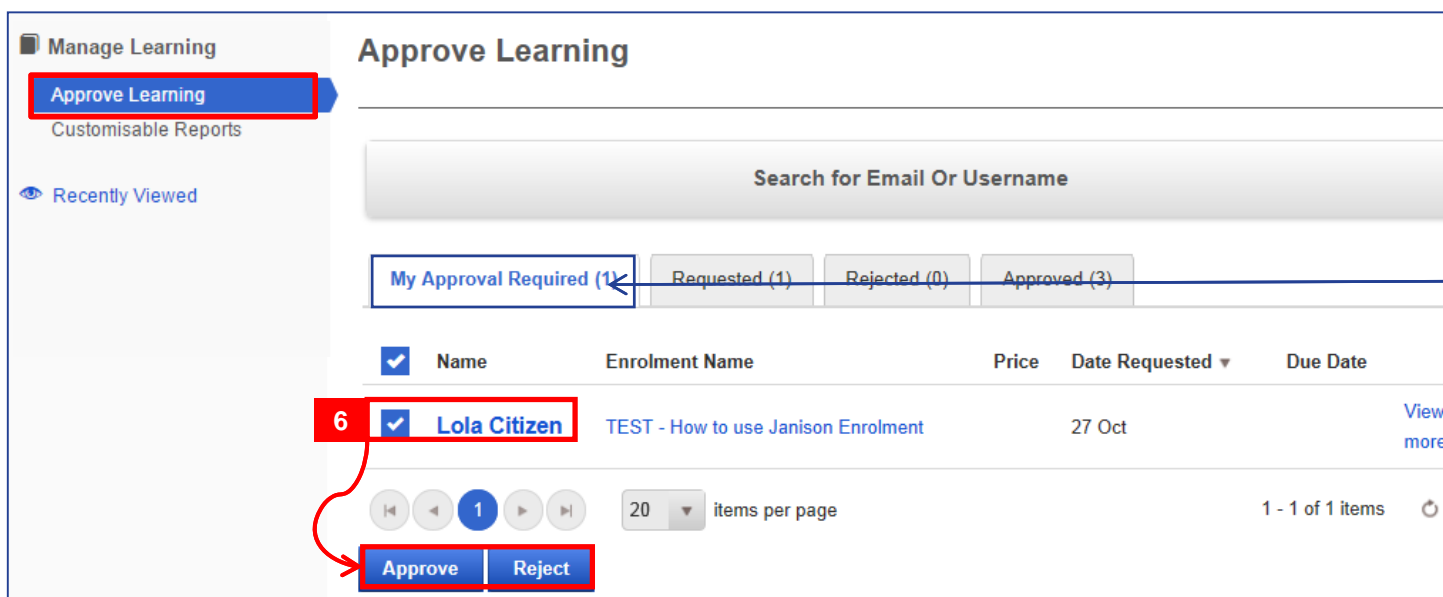
TIP
Note: 'My Approvals Required' is the default tab. To view other categories, click the required tab.

3 Tick the checkbox of the enrolment/s you wish to approve then click either 'Approve' or 'Reject'.
You can action all enrolments at once by ticking on the 'checkbox' beside the 'Name' heading.

Approving enrolments – Option 2



4 From the iLearn home page –hover the mouse over the ‘Hamburger’ icon and select ‘Manage Learning’ from the menu.



5 Click ‘Approve Learning’ from the left hand menu.

Note: ‘My Approvals Required’ is the default tab. To view other categories, click the required tab.

6 Tick the checkbox of the enrolment/s you wish to approve then click either ‘Approve’ or ‘Reject’.